**Final Exam – Excel Portion**

1. Open Excel file “Final Exam Instructions 2015” from our website.
2. Save as “Final Exam 2015 yourname“.
3. Insert a formula in cell D2 that multiplies the price in cell B2 with the number in cell C2 {=B2\*C2}. Copy the formula in cell D2 to cells D3 through D14.
4. Change the width of column D to 130 pixels.
5. Insert the sum of cells D2 through D14 into cell D15 {=sum(D2:D14)}.
6. Change the width of columns A and B to 110 pixels
7. Adjust the width of column C to 100 pixels.
8. Change the height of row 1 to 35 pixels.
9. Change the height of rows 2-14 to 25.
10. Change the height of row 15 to 20.
11. Insert a row above row 1 and type “Capstan Marine Products” in the new A1.
12. Change height of row 1 to 42 pixels and row 2 to 32 pixels.
13. Insert 2 blank rows (should be rows 7 & 8).
14. Type the following data into the specific cells:
    1. A7 – 855-495
    2. B7 – 42.75
    3. C7 – 5
    4. A8 – ST039
    5. B8 – 12.99
    6. C8 – 25
15. Copy the formula from cell D6 down to cells D7 and D8.
16. Insert a new column A.
17. Type the following data into the specific cells:
    1. A2 – Company
    2. A3 – RD Manufacturing
    3. A8 – Smithco, Inc.
    4. A11 – Sunrise Corporation
    5. A15 – Geneva Systems
18. Adjust the width of column A to accommodate the longest entry.
19. Insert a new column B.
20. Type “Date” in B2.
21. Delete row 5.
22. Delete column B.
23. Clear the contents of rows 7 & 8 and enter the following new data:
    1. A7 – Ray Enterprises
    2. B7 – S894-T
    3. C7 – 4.99
    4. D7 – 30
    5. B8 – B-3448
    6. C8 – 25.50
    7. D8 – 12
24. In B2 change the # to the word Number.
25. Auto fit column width in cell B2.
26. Merge and Center cells A1 – E1.
27. Choose Middle Vertical Alignment.
28. Center cells A2 – E2.
29. Choose Middle Vertical Alignment.
30. Insert a new blank row 2.
31. In A2 type “Purchasing Department”.
32. Merge and Center A2 – E2.
33. Format A1 with the following:
    1. Bookman Old Style typeface
    2. Size 22
    3. Text color – Dark Blue (in standard color section).
34. Format A2 with the following:
    1. Bookman Old Style typeface
    2. Size 16
    3. Text color – Dark Blue (in standard color section).
35. Set A3 – E18 to Bookman Old Style typeface.
36. Set all information in row 3 to size 14 font. Bold and centre it as well.
37. Adjust columns A – E to accommodate the longest entry in each column.
38. Add a thick double-line bottom border to cell A2.
39. Set the cell style to “total” for the range of B19-E19
40. Type you name in F1 and save the file. Print and hand in your file to me. Email the file to [jp2techdropbox@gmail.com](mailto:jp2techdropbox@gmail.com) to be safe.